# USER PASSWORD AND PREFERENCES

CHAPTER 3

## Chapter Layout

This chapter provides information about the User Password and Preferences view. Sections in this chapter include:


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- Launching the User Password and Preferences View (page 102)
  - Launching the View from the Navigation Tree (page 102)
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  - Action Bar Buttons, Icons, and Indicators (page 108)
  - Title Area and Tab Checkboxes, Buttons, and Icons (page 108)
- Editing a User's Password (page 109)
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## Overview

Use the User Password and Preferences view to add and edit password information about a user and their preferences for paging and row size on the views.

Note: The menu options and field values in this document may not reflect the actual values in the installed software.

# Launching the User Password and Preferences View

You can launch the User Password and Preferences view from the Navigation Tree.

- Launching the View from the Navigation Tree

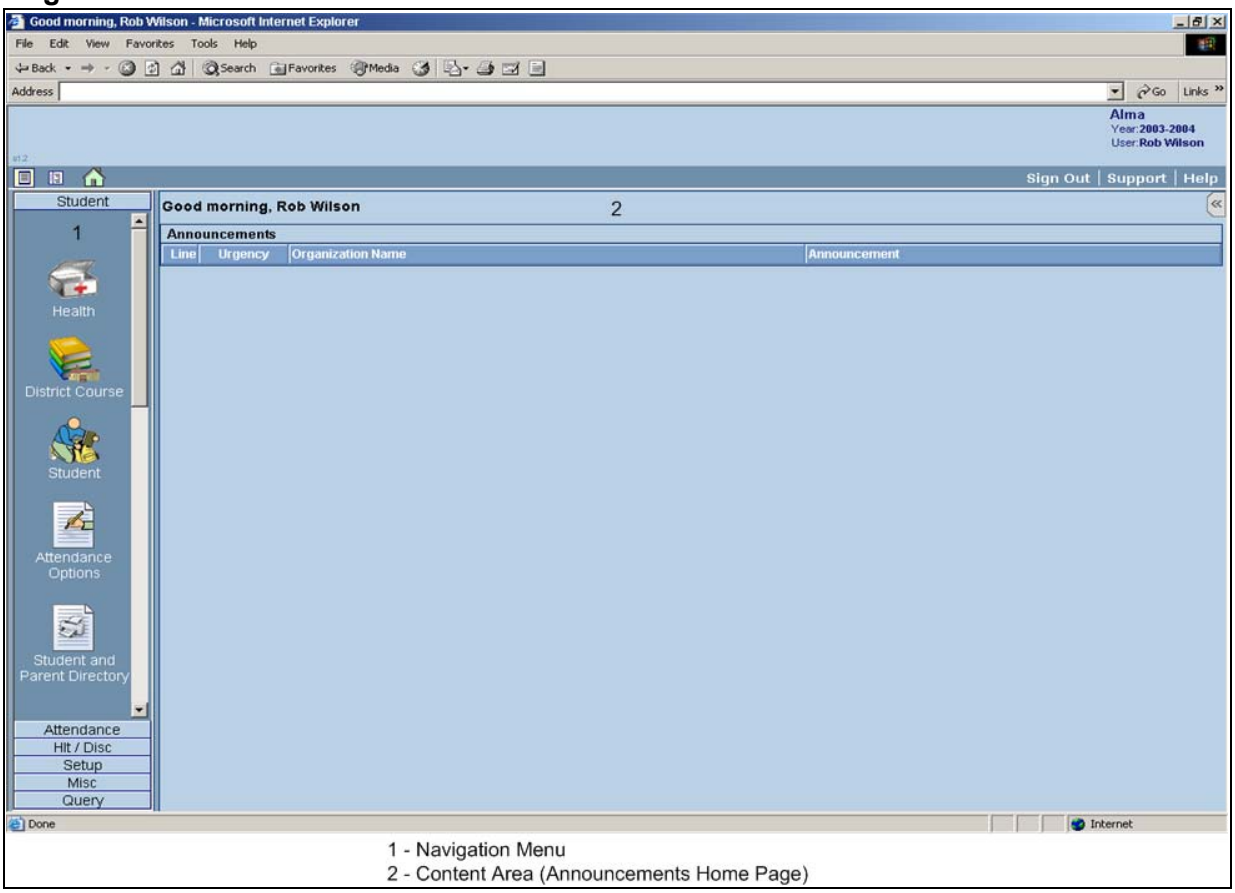
See "Adding Icons to the Navigation Menu" in the Basic Functions chapter of the *GENESIS™ Student Information System Reference Manual,* Volume 1, or the *GENESEA™ Special Education Software Solution User's Manual* for more information about creating an icon for the view on the Navigation Menu. Once the icon for the view exists on the Navigation Menu, display the Menu by clicking the Navigation Menu icon on the Title Bar, click the desired Menu Bar to display the associated icons and click the icon to display the view.

## Launching the View from the Navigation Tree

Use this procedure to launch the view from the Navigation Tree.

1. Log into the software using the URL assigned by your organization (see the Basic Functions chapter for more information). The software displays the Navigation Menu and the Content Area (Announcements home page). The home page that displays may be changed on the Options tab of the User Groups view.

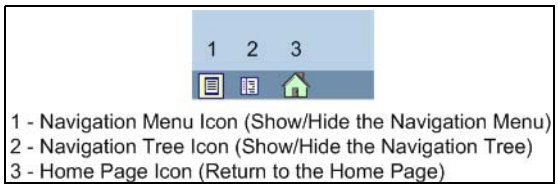
### Navigation Menu and Content Area




1 - Navigation Menu
2 - Content Area (Announcements Home Page)

2. Click the **Navigation Tree** icon on the Title Bar.

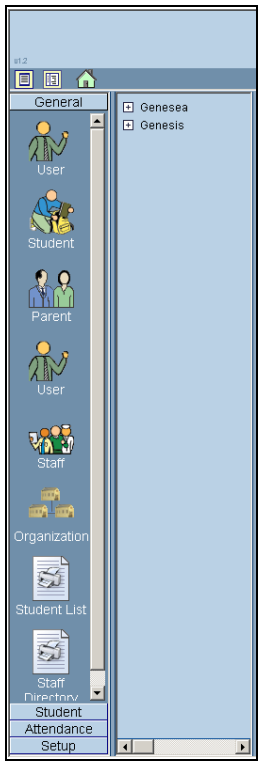
### Title Bar Icons


1 2 3
1 - Navigation Menu Icon (Show/Hide the Navigation Menu)
2 - Navigation Tree Icon (Show/Hide the Navigation Tree)
3 - Home Page Icon (Return to the Home Page)

The software displays the Navigation Tree to the right of the Navigation Menu. To access this view, GENESIS and GENESEA use a comparable Navigation Tree structure.

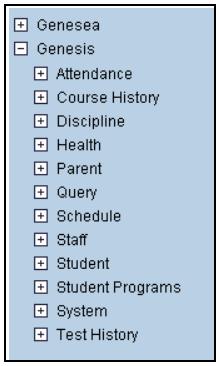
Note: The Genesis node, Genesea node, and customer-based nodes may not display on the Navigation Tree, depending on the software configuration.

### Navigation Menu and Navigation Tree




3. Click the **plus** (+) icon next to the appropriate product (**Genesis** or **Genesea**) or click the name of the product on the Navigation Tree to expand the tree. In this example, the software displays the expanded Genesis Navigation Tree.

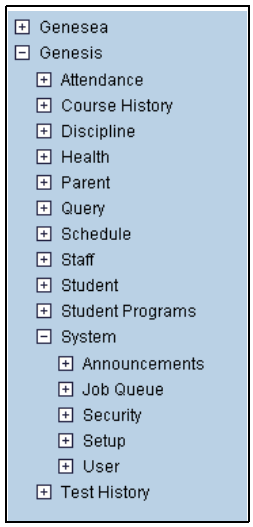
### Navigation Tree - Expanded



Note: If you cannot see the entire view name within the Navigation Tree, place your cursor over the vertical bar to the right of the Navigation Tree. When the horizontal arrow displays, click your left mouse button and move the vertical bar to the right.

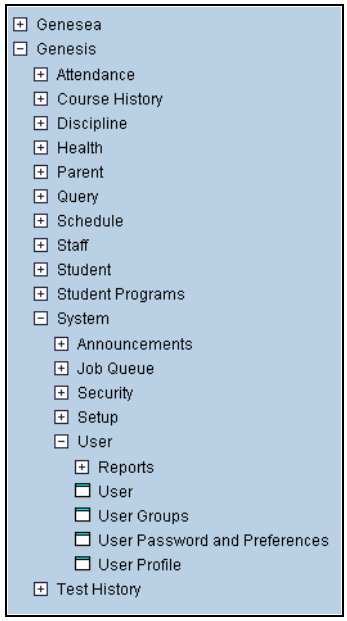
4. Click the **plus** (+) icon next to the word System (or click the word **System**) to expand the System Navigation Tree. The software displays the expanded System Navigation Tree.

### System Navigation Tree - Expanded



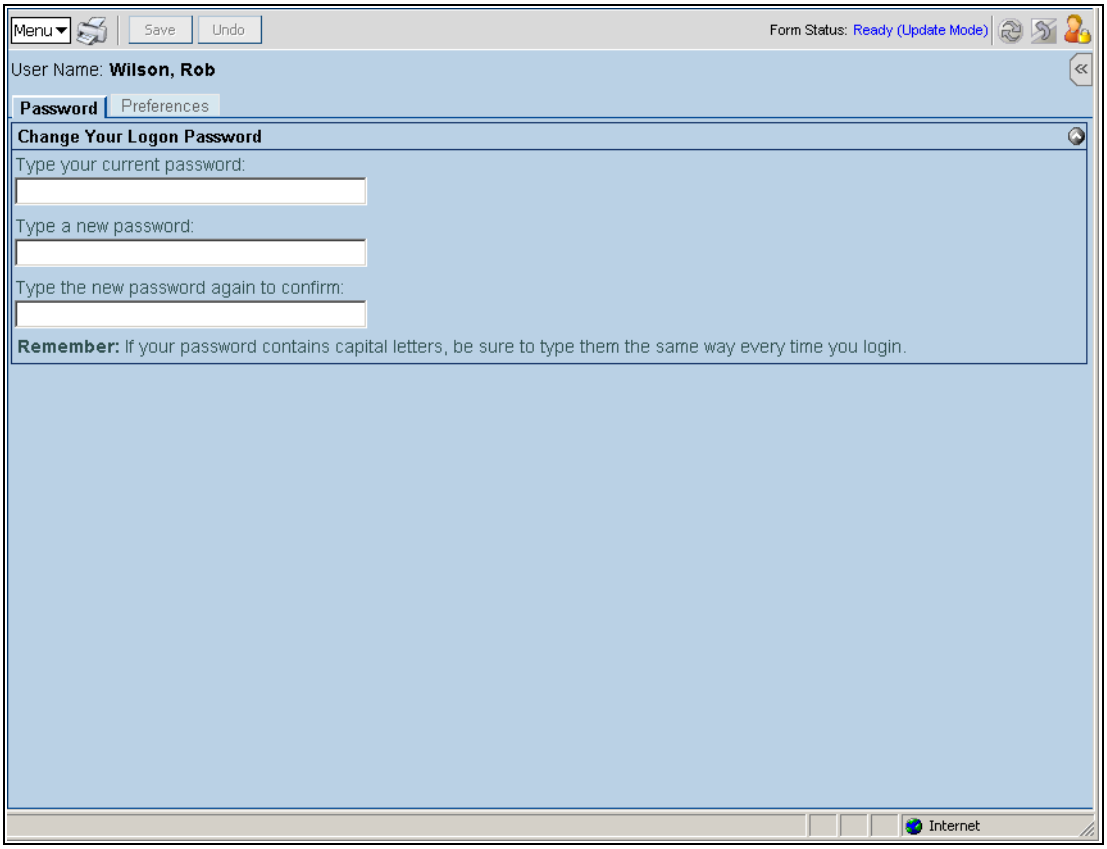

5. Click the **plus** (+) icon next to the word User (or click the word **User**) to expand the User Navigation Tree. The software displays the expanded User Navigation Tree.

### User Navigation Tree - Expanded




6. Click the word **User Password and Preferences** in the User Navigation Tree. The software displays the User Password and Preferences view with the Password tab.

## Password Tab

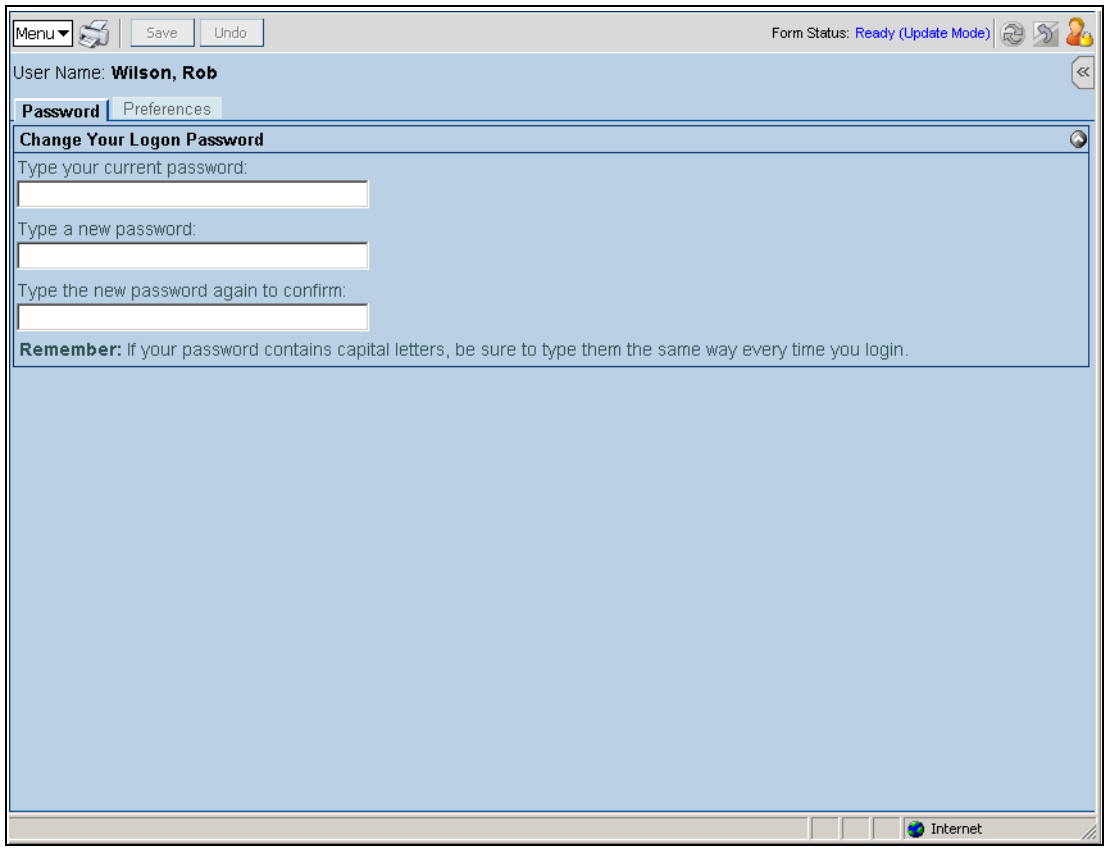

Menu
Save
Undo
Form Status: Ready (Update Mode)
User Name: Wilson, Rob
Password
Preferences
Change Your Logon Password
Type your current password:
Type a new password:
Type the new password again to confirm:
Remember: If your password contains capital letters, be sure to type them the same way every time you login.
Internet

You have completed the procedure for launching the view from the Navigation Tree.

# Password Tab

Use the Password tab to edit a user's password information.

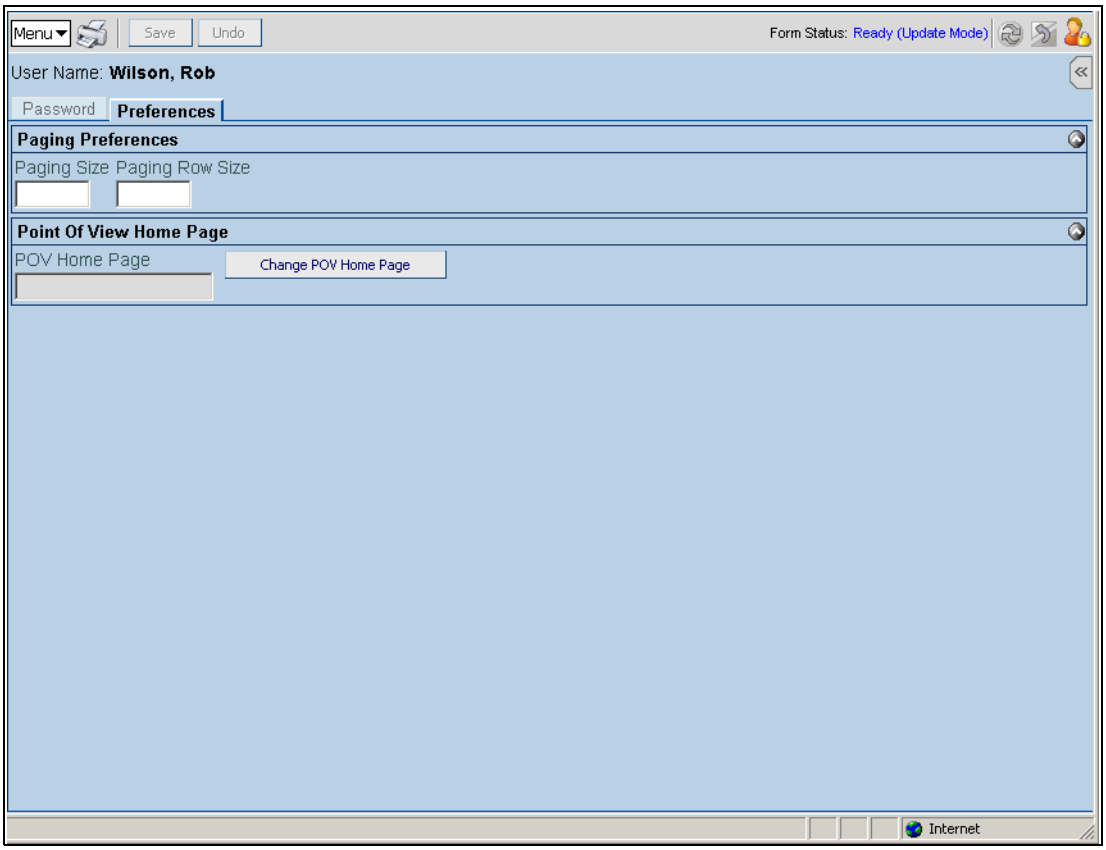
### Password Tab


Menu
Save
Undo
Form Status: Ready (Update Mode)
User Name: Wilson, Rob
Password
Preferences
Change Your Logon Password
Type your current password:
Type a new password:
Type the new password again to confirm:
Remember: If your password contains capital letters, be sure to type them the same way every time you login.
Internet

# Preferences Tab

Use the Preferences tab to add and edit paging size and paging row size information for views containing grids, and the Point of View (POV) home page that displays when the user logs into the software.

### Preferences Tab



## Action Bar Buttons, Icons, and Indicators

| Button / Icon / Indicator | Description |
|---|---|
| Select | Click to set the selected POV Home Page value in the software. |
| Clear Value | Click the clear the current POV Home Page value from the software. The software generates a confirmation message prior to deleting the value. |
| Print Page | Click the icon to print the current view. |
| Save | Click to save your changes in the current view. You cannot switch to another view until you click the Save or Undo button. |
| Undo/Close | These buttons perform the same functions. Click to cancel without saving your changes in the current view. You cannot switch to another view until you click the Save, Undo, or Close buttons. |
| Form Status Indicator | Notifies the user if the software is in Ready (Update) or Find modes. |
| Refresh | Click to refresh the data on the view. |
| Detach | Click to detach the view so other views can be opened. With a detached view, you can still perform functions in the view such as entering information in fields. |
| About | Click to receive information about the view. |

## Title Area and Tab Checkboxes, Buttons, and Icons

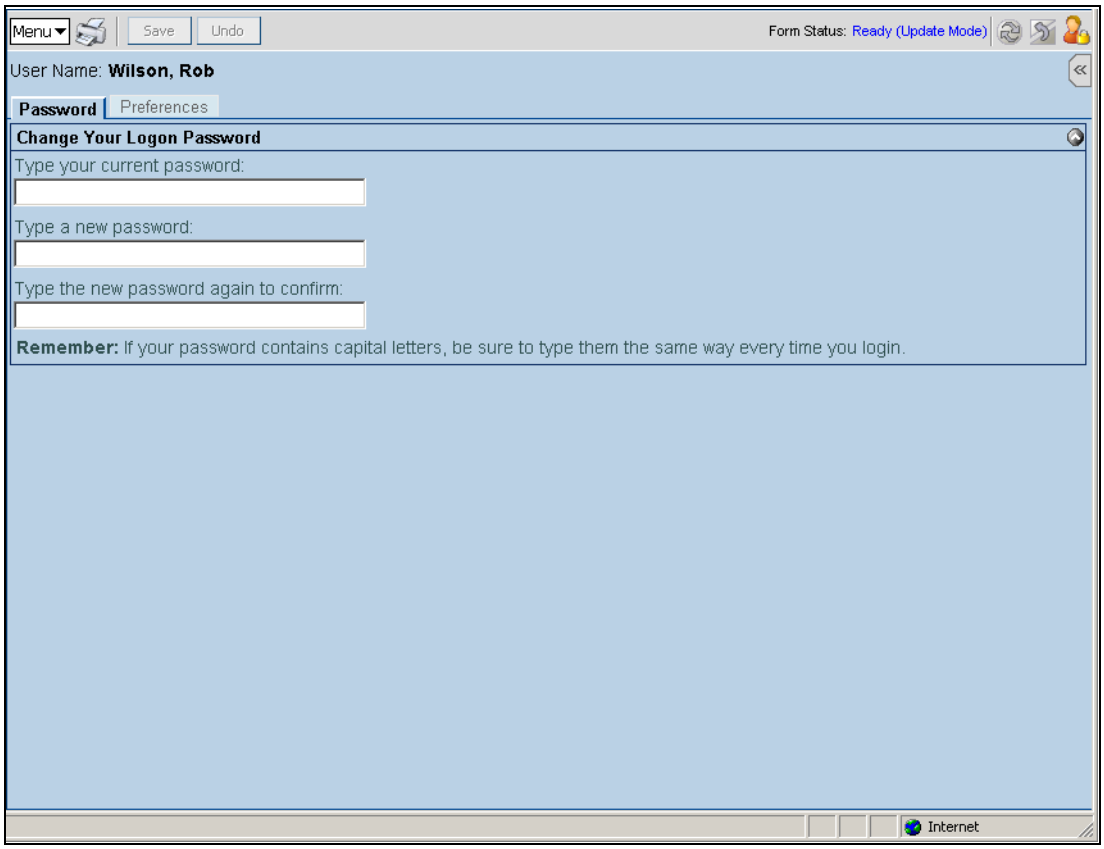
| Checkbox / Button / Icon | Description |
|---|---|
| Change POV Home Page | Click to display the User PAD Tree Find View. Select the desired Point of View home page from the Navigation Tree. |
| Single Arrow (Up) | Click to close the group box or decrease the size of the text box. |
| Single Arrow (Down) | Click to expand the group box or increase the size of the text box. |
| Expand (<<) | Click to expand the Quick Navigation Bar. |
| Collapse (>>) | Click to collapse the Quick Navigation Bar. |
| Plus icon (+) | Click to expand a tree. |
| Minus icon (-) | Click to collapse a tree. |

# Editing a User's Password

Use this procedure to edit a user's password.

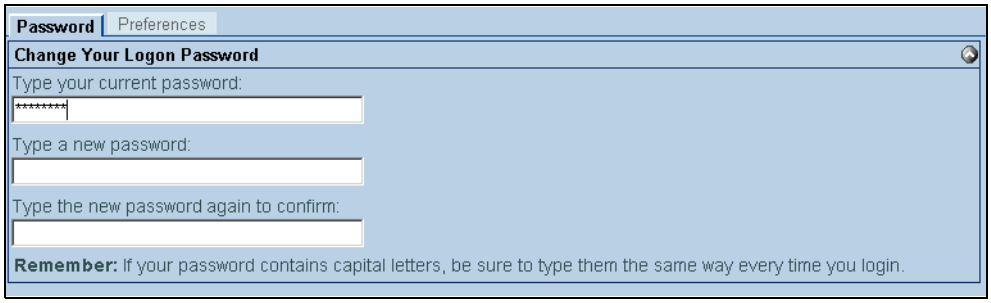
1. Log into the software and display the User Password and Preferences view and Password tab as described in Launching the User Password and Preferences View.

### Password Tab


Menu
Save
Undo
Form Status: Ready (Update Mode)
User Name: Wilson, Rob
Password
Preferences
Change Your Logon Password
Type your current password:
Type a new password:
Type the new password again to confirm:
Remember: If your password contains capital letters, be sure to type them the same way every time you login.
Internet

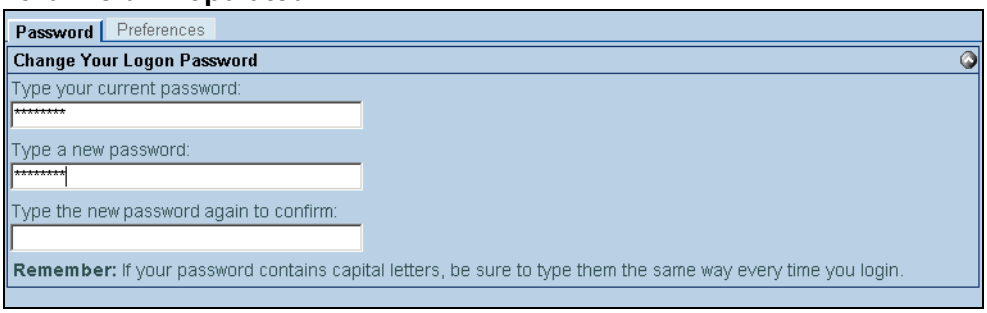
2. Type your current password in the *Type your current password:* field. The software replaces each character of the actual text with an asterisk (*).

### Current Password Field - Populated


Password
Preferences
Change Your Logon Password
Type your current password:
********
Type a new password:
Type the new password again to confirm:
Remember: If your password contains capital letters, be sure to type them the same way every time you login.

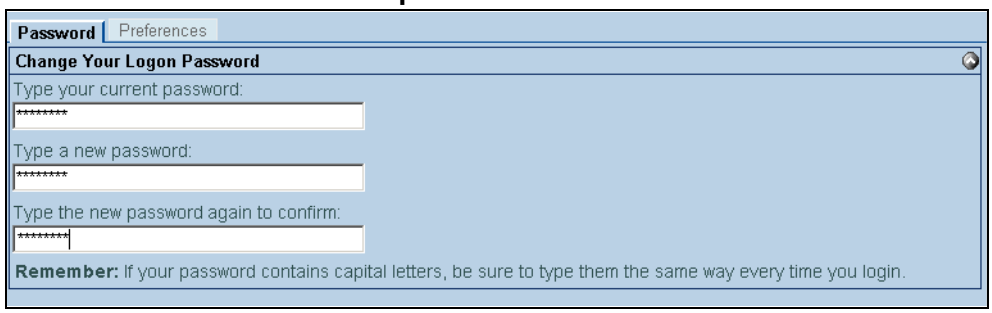
3. Type your new password in the *Type a new password:* field.

### New Password Field - Populated


Password
Preferences
Change Your Logon Password
Type your current password:
********
Type a new password:
********
Type the new password again to confirm:
Remember: If your password contains capital letters, be sure to type them the same way every time you login.

4. Type your new password in the *Type the new password again to confirm:* field.

### New Password Confirmation Field - Populated


Password
Preferences
Change Your Logon Password
Type your current password:
********
Type a new password:
********
Type the new password again to confirm:
********
Remember: If your password contains capital letters, be sure to type them the same way every time you login.

5. Click the **Save** button on the Action Bar to save the information or click the **Undo** button to cancel the operation without saving the information.

### Save and Undo Buttons

When you click the Save button and the software recognizes an inconsistency between the fields, it displays a message.

### Password Inconsistency

Re-enter the passwords again in the 3 fields and click the **Save** button.

When you click Save and the software recognizes the new password and confirmation password as being the same, it displays a message indicating that password has been changed as shown on the next page.

### Password Changed

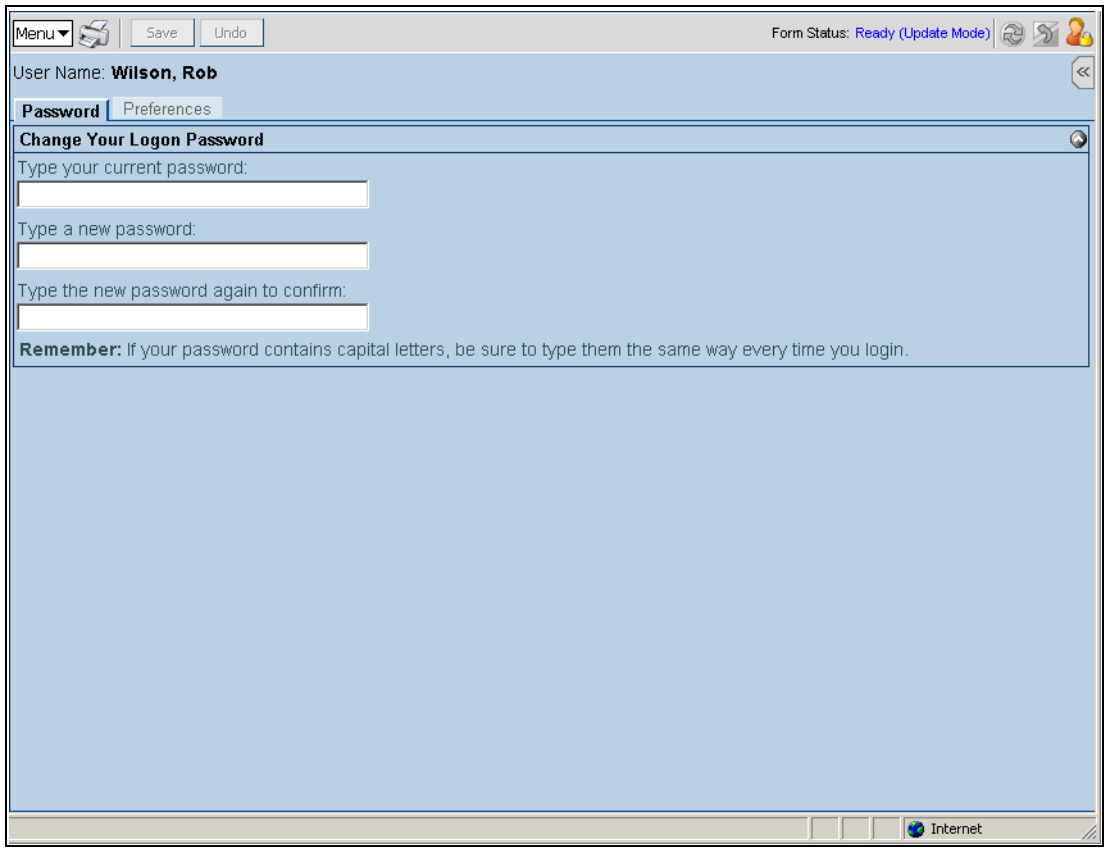
You have completed the procedure for editing a user's password.

## Editing a User's Paging Preferences

Use this procedure to edit user's paging preferences that are associated with grids.

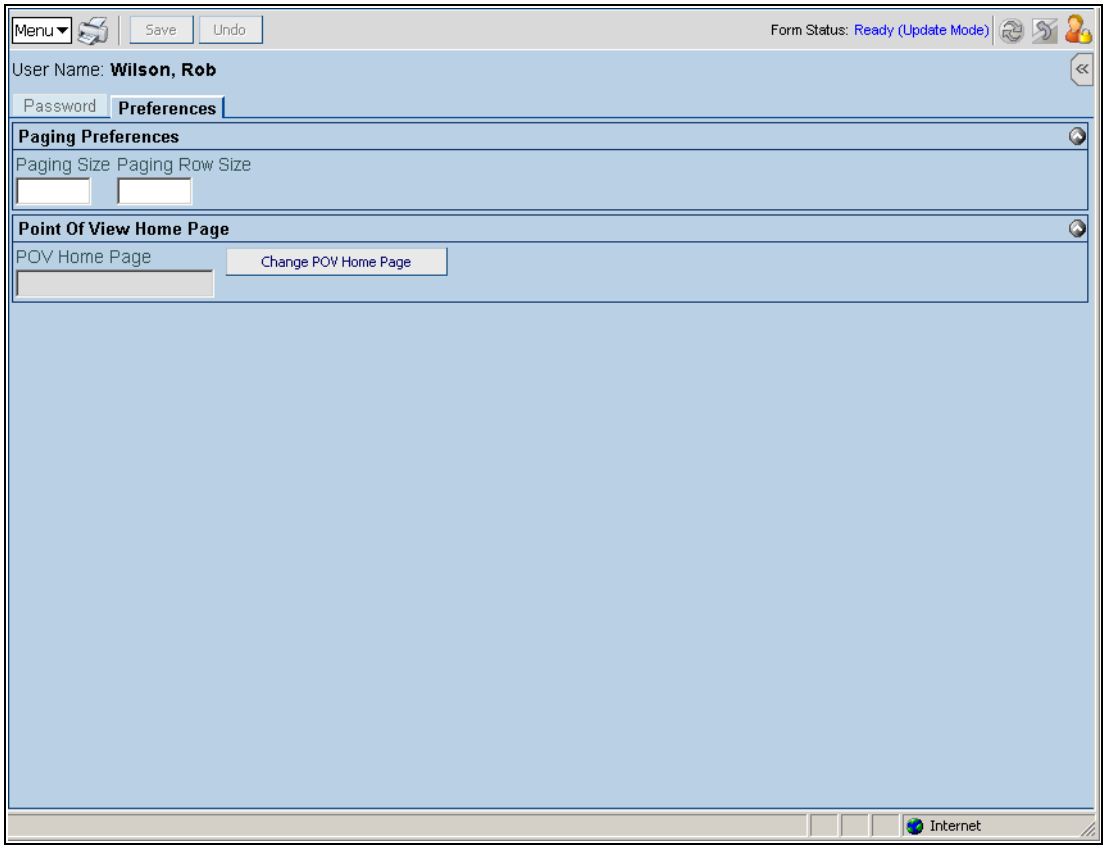
1. Log into the software and display the User Password and Preferences view with the Password tab as described in Launching the User Password and Preferences View.

### Password Tab


Menu
Save
Undo
Form Status: Ready (Update Mode)
User Name: Wilson, Rob
Password
Preferences
Change Your Logon Password
Type your current password:
Type a new password:
Type the new password again to confirm:
Remember: If your password contains capital letters, be sure to type them the same way every time you login.
Internet

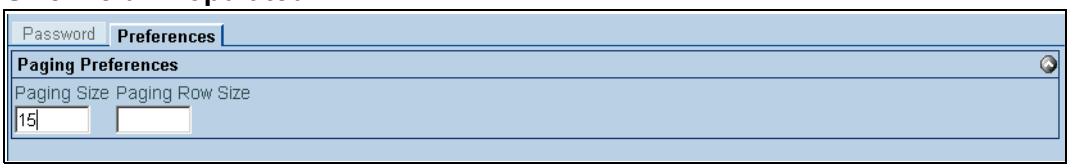
2. Click the **Preferences** tab. The software displays the tab, as shown on the next page.

### Preferences Tab



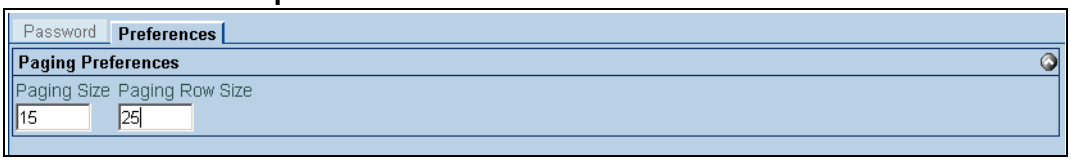

3. Enter the appropriate value in the *Paging Size* field. The value represents the number of pages the software displays on the Page Navigation Control Bar along the bottom of a grid. The default value for this field is 10; the maximum allowable value is 50. The software does not display the default value in this field.

### Paging Size Field - Populated




4. Enter the appropriate value in the *Paging Row Size* field. The value represents the number of rows the software displays in a grid on a view. The default value for this field is 20; the maximum allowable value is 100. The software does not display the default value in this field.

### Paging Row Size Field - Populated



5. Click the **Save** button on the Action Bar to save the information or click the **Undo** button to cancel the operation without saving the information.

### Save and Undo Buttons

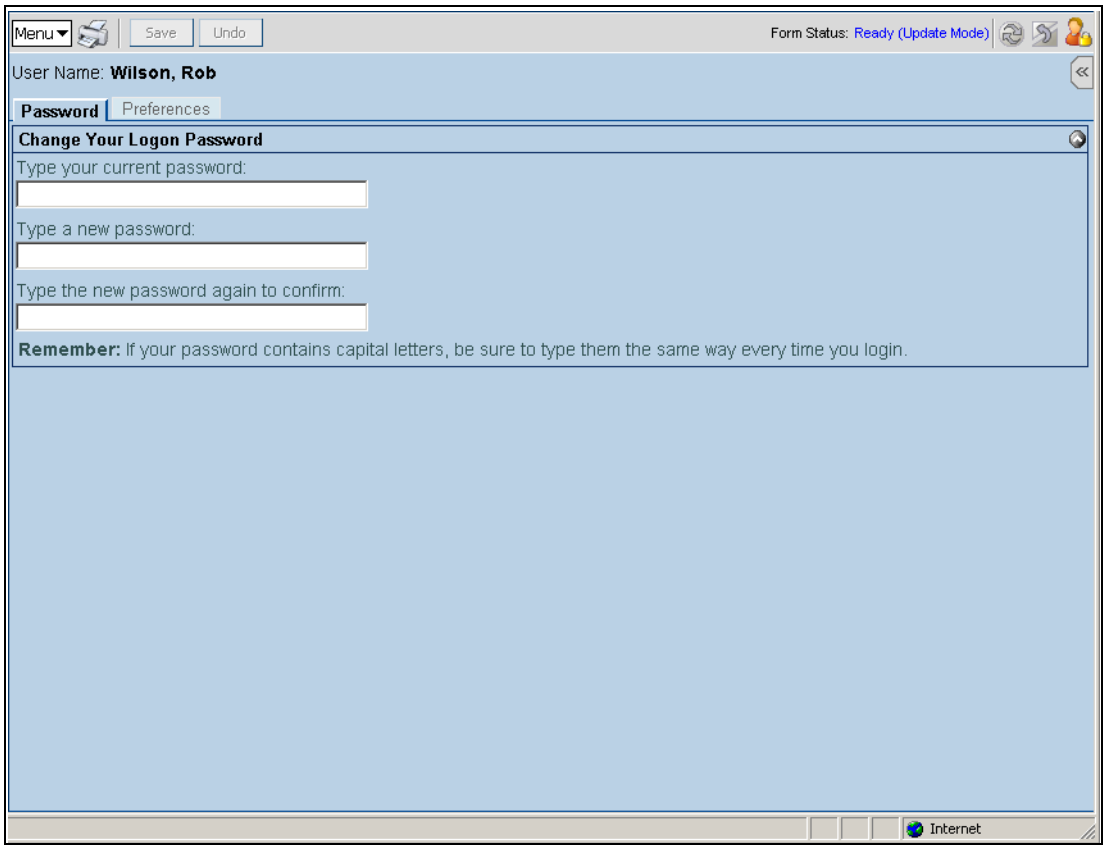
You have completed the procedure for editing a user's paging preferences that are associated with grids.

## Changing a User's Point of View Home Page

Use this procedure to change a user's Point of View (POV) Home Page. The POV Home Page displays in the Content area of the screen after the user logs into the software.

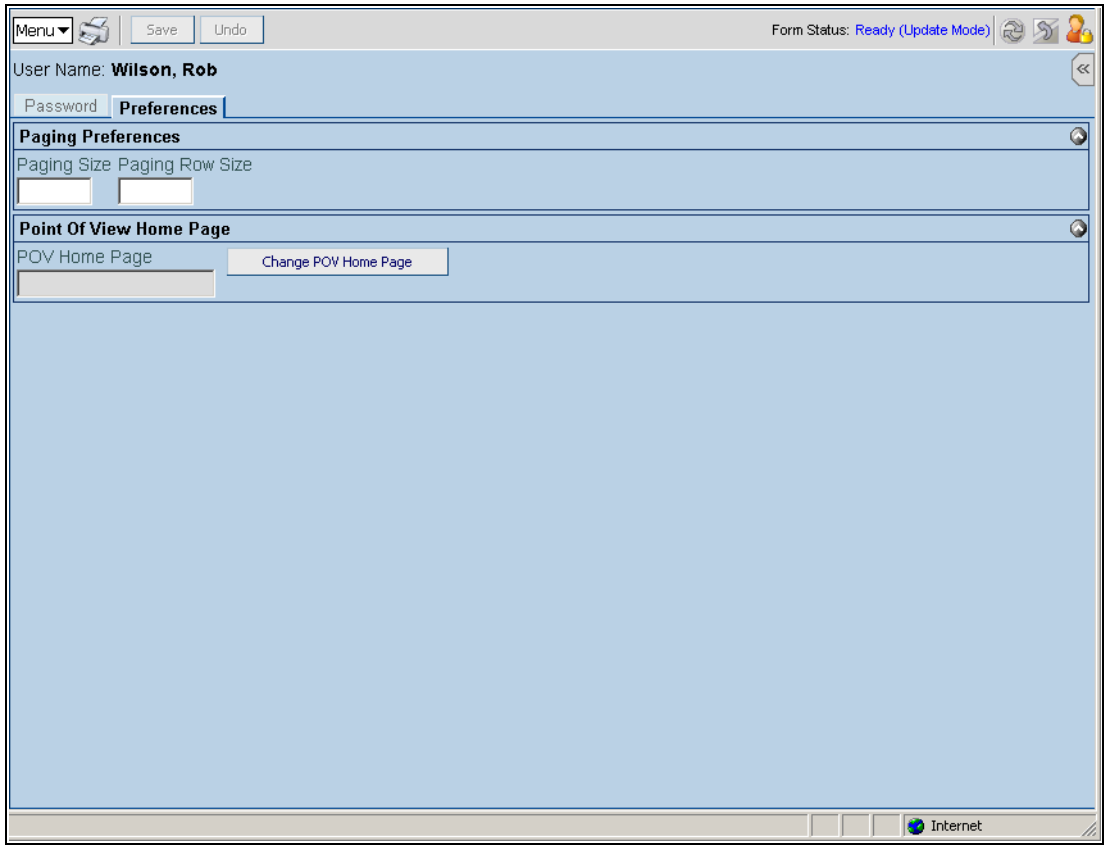
1. Log into the software and display the User Password and Preferences view with the Password tab as described in Launching the User Password and Preferences View.

### Password Tab


Menu
Save
Undo
Form Status: Ready (Update Mode)
User Name: Wilson, Rob
Password
Preferences
Change Your Logon Password
Type your current password:
Type a new password:
Type the new password again to confirm:
Remember: If your password contains capital letters, be sure to type them the same way every time you login.
Internet

2. Click the **Preferences** tab. The software displays the tab, as shown on the next page.

### Preferences Tab

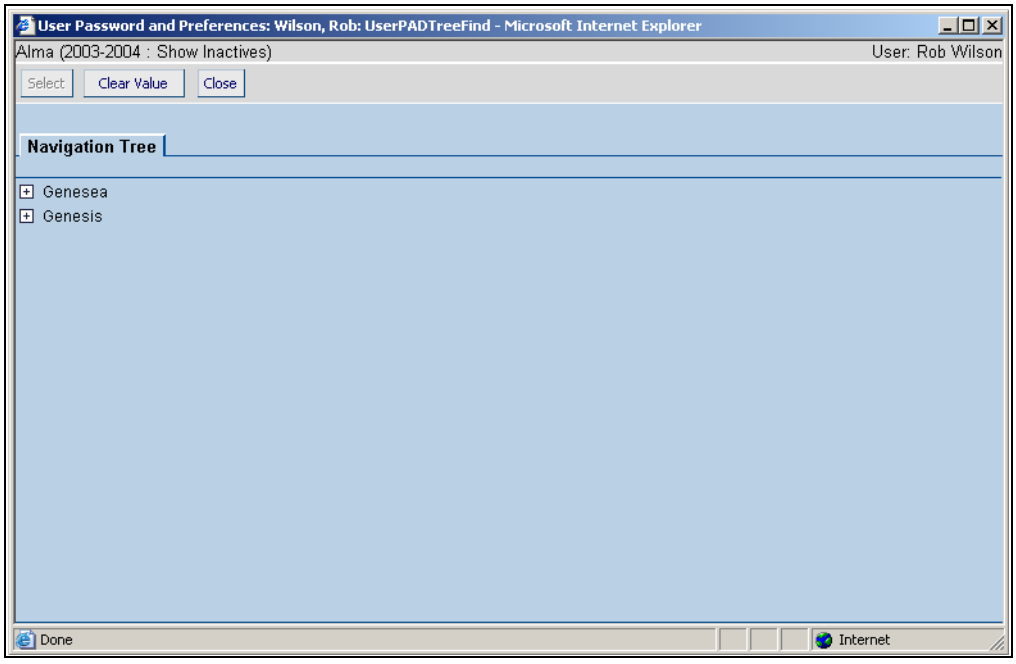



3. Click the Change POV Home Page button on the Point of View Home Page group box.

### Change POV Home Page

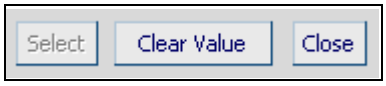
The software displays the User PAD Tree Find view, as shown on the next page.

### User PAD Tree Find View



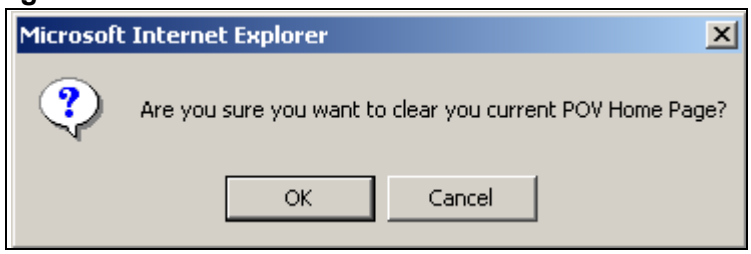

4. Click the **Clear Value** button on the Action Bar to clear the existing value, if any, from the software or click the Close button to close the view and cancel the operation.

### Clear Value and Close Buttons




When you click the Clear Value button, the software displays a confirmation message.

### Confirmation Message

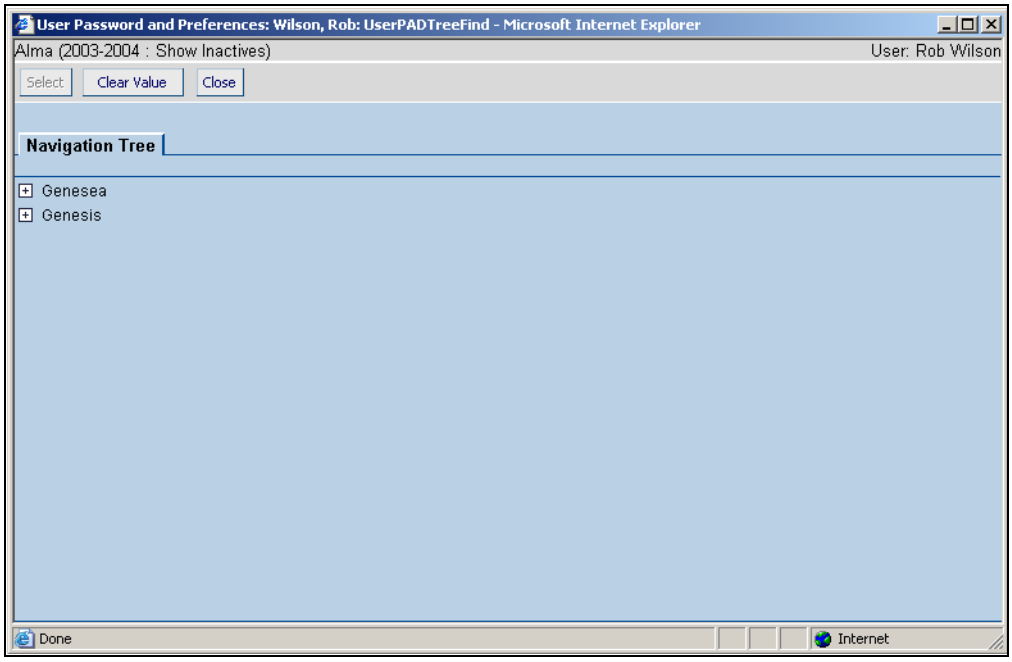



5. Click the **OK** button to clear the current POV home page or click the **Cancel** button to cancel the operation.
6. Click the **Change POV Home Page** button on the Preferences tab.

### Change POV Home Page Button

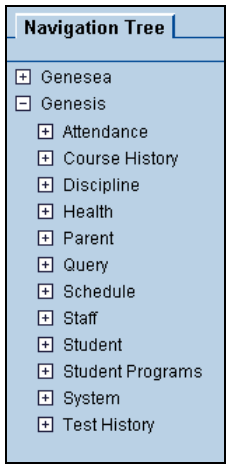
The software displays the User PAD Tree Find view, as shown on the next page.

### User PAD Tree Find View



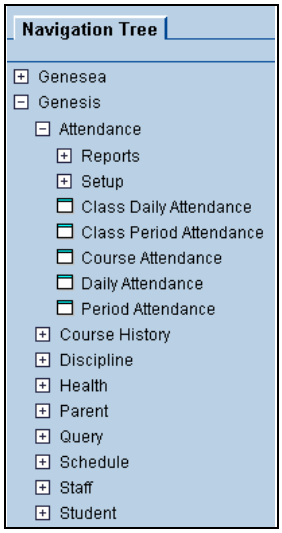

7. Click the **plus** (+) icon next to the appropriate product (**Genesis** or **Genesea**) or click the name of the product on the Navigation Tree to expand the tree. In this example, the software displays the expanded Genesis Navigation Tree.

### Navigation Tree - Expanded



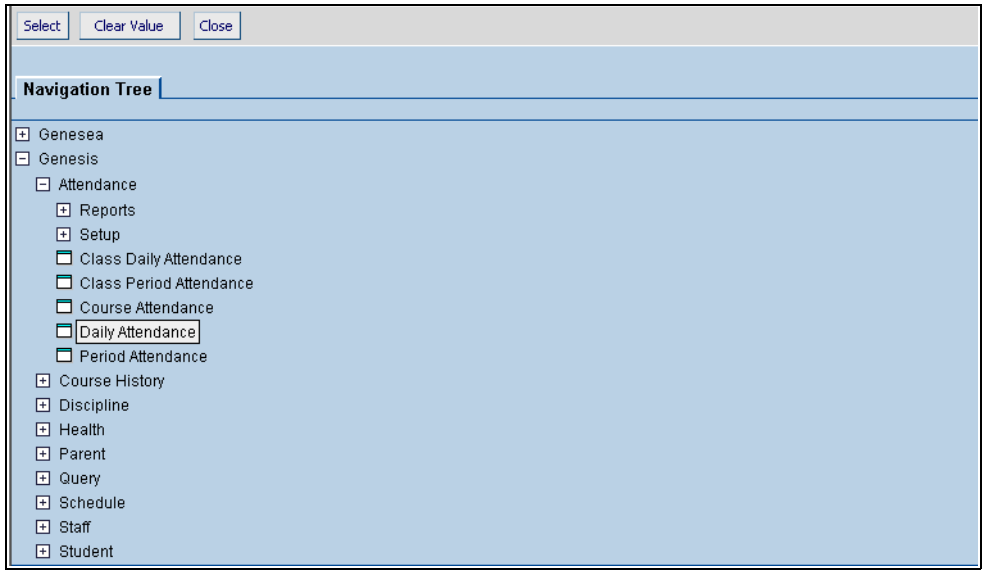

8. Click the **plus** (+) icon next to the word of the desired module (or click the name of the module) on the Genesis Navigation Tree to expand the tree. In this example, click the word Attendance to display the Attendance Navigation Tree as shown on the next page.

### Attendance Navigation Tree - Expanded




9. In this example, click the words **Daily Attendance**. The software highlights the words and displays the Select button on the Action Bar.

### Daily Attendance - Selected

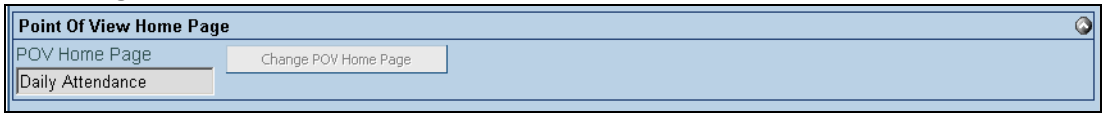



10. Click the **Select** button on the Action Bar to select the Daily Attendance view to display in the Content area of the screen after the user logs into the software. Click the **Clear Value** button to clear the selection or the **Close** button to close the view and cancel the operation.

### Select, Clear Value, and Close Buttons

When you click the Select button, the software closes the view and populates the *POV Home Page* field on the Preferences tab.

### POV Home Page Field - Populated

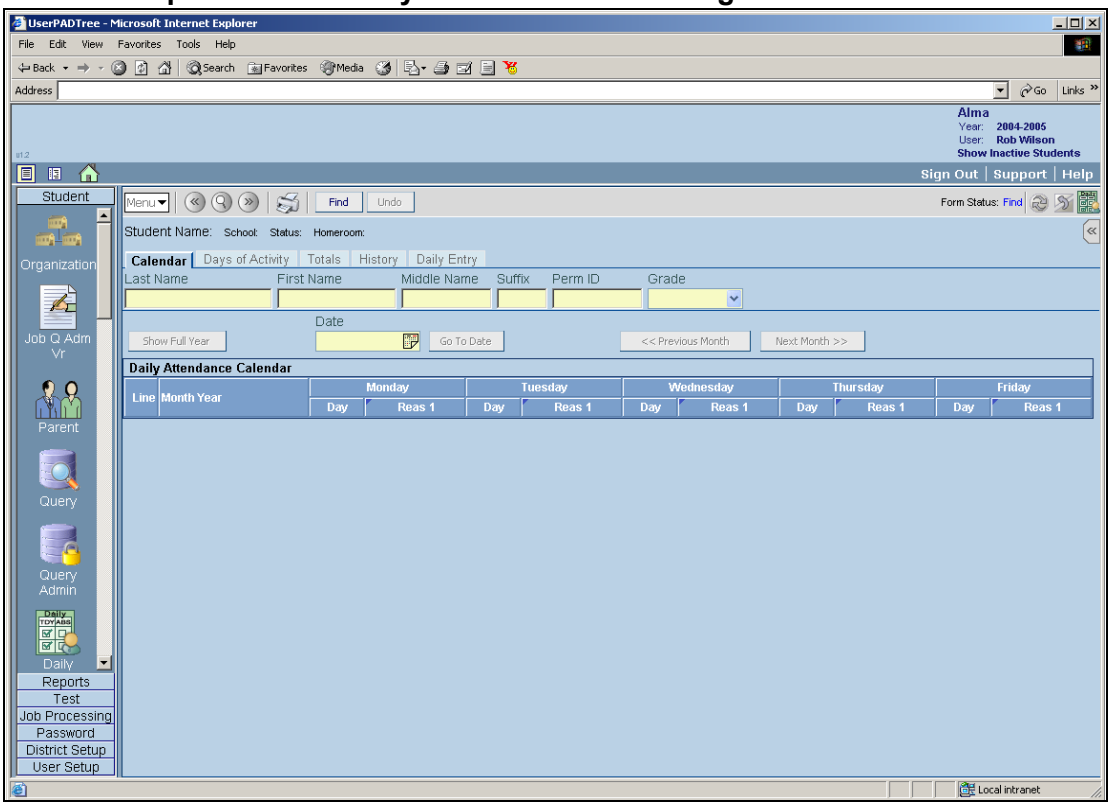


11. Click the **Save** button on the Action Bar to save the information or click the **Undo** button to cancel the operation without saving the information.

### Save and Undo Buttons

When the user logs into the software, the selected view (in this example, Daily Attendance) displays in the Content area of the screen.

### Content Area - Populated with Daily Attendance Home Page




You have completed the procedure for changing a user's Point of View (POV) Home Page.